



**Conference Services**  
conference.nmsu.edu

## Decorating Requirements

The Client has reviewed the following decorating requirements with the Conference Services Event Planner and agrees that any and all representatives of the Client shall adhere to the stated requirements. In the event that decorations/decorating are the responsibility of a party other than the Client, the Client agrees to relay all decorating requirement information to the responsible party. Decorations and access times must be discussed and approved prior to the scheduled event. Access to the facility during any time other than agreed upon times, will not be allowed.

- A. The Client must bring all supplies that will be required for decorating.
- B. Decorating at above arm's reach must be done from ladders. For safety, Client agrees that no one will be allowed to stand upon items such as chairs, tables or anything other than a ladder.
- C. Emergency exits and service doors must not be blocked with any decorations, equipment or chairs.
- D. Painters tape (blue) or removable poster mounts (magic mounts, 3m brands) are the only acceptable fastening material to be used on walls. Nails, tacks, other types of tape, screws or staples must not be used to fasten decorations to the walls, doors, curtains, glass or any other part of the facility.
- E. Decorations, banners, or other items, must not be attached to, or suspended from any ceiling, door or window without prior notification and approval. (Attaching or suspending any item from the Corbett Center Ballroom acoustic cloth wall paneling is strictly prohibited).
- F. Caution in the use of flammable material is essential. Fire codes prohibit the use of hay, straw, cornstalks, or other dry tinder in the building.
- G. Use of paint or aerosol spray products is prohibited.
- H. Candles are prohibited (lit or unlit).
- I. Glitter, confetti, rice, flower petals, stones and other hard to clean materials are prohibited.
- J. Large containers of water and fountains are prohibited without prior notification and approval.
- K. "Light Show" projectors and similar equipment which use any type of liquid are prohibited (i.e., fog machines).
- L. All equipment, supplies, and decorations brought into the facility shall be removed immediately following the event. NMSU and Conference Services are not responsible for equipment or supplies left behind following an event.
- M. Clients and guests are not permitted in any storage rooms, service areas or restaurant kitchen areas.
- N. General routine cleaning of facilities is the responsibility of NMSU staff. If more than routine cleaning is required in the facility after the event, a cleanup fee will be charged to the customer following the event. Clean up fees will be applied where trash is not deposited into trash receptacles; decorations are not disposed of or removed; extensive cleaning is necessary due to excessive spilled food, beverages or other hard to remove items.
- O. The Client is responsible for the actions of their guests, staff and contractors (caterers, decorators, and entertainers).